

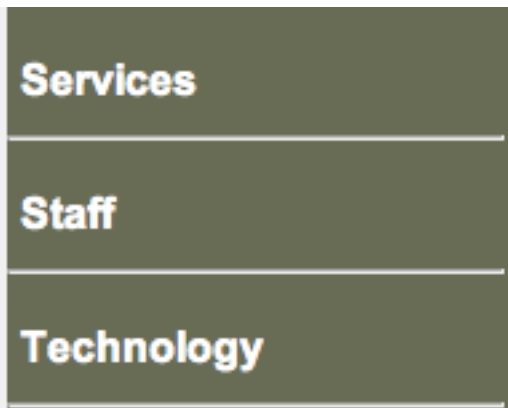
## Checking Email from Home Using Safari 4.0.3

1. Click on Safari to open

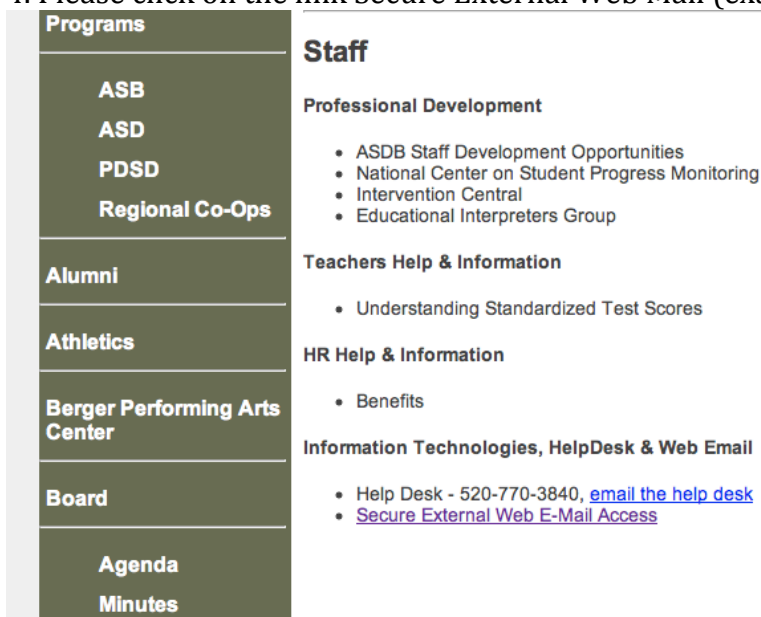


2. Go to <http://www.asdb.state.az.us/>

3. On the left side scroll down to Staff link and click on it (example below)



4. Please click on the link Secure External Web Mail (example below)



5. Please click on the appropriate link like on the example below (should one not work please try the other because you mailbox might reside on a different server)

**Staff Email From Home and Remote Locations**

To access your account, select the appropriate link below:

[Phoenix & Northern Region](#)

**New and migrated email users:**

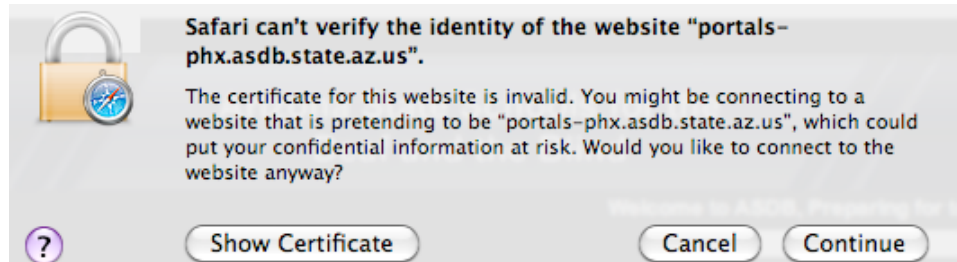
[Tucson & All other Regions](#)

Staff at the Kingman Unified School District will find their email [here](#)

This site offers remote access to Agency e-mail for staff of the Arizona Department of Education, provide instructional services directly to children and families in all parts of the state.

You must first have an ASDB email account set-up to make use of this service. If you need assistance, [Email the Help Desk](#). Or you may contact the Help Desk at 3840 V/TTY.

6. A security window will pop up (similar or exact like the example below). Please click  
On CONTINUE



7. A screen to enter your user name and password will show up. Please enter your user name (usually your first name initial and your spelled out last name ex. jdoe)

To view this page, you must log in to area "portals-phx.asdb.state.az.us" on portals-phx.asdb.state.az.us:443. Your login information will be sent securely.

Name:

Password:

☐ Remember this password in my keychain

8. Press – Log in and you should have your email display like the example below

